



**POLICY & PROCEDURES REVIEW COMMITTEE
MEETING MINUTES
for
May 25, 2005, 3:00 – 4:00 P.M.
Council Chamber Boardroom
City Hall**

1. Roll Call

Present: Jim Ward, Jack Brewer, Bill Howe, Mike Gardner, Bob Garcia

Absent:

Staff: Jenna McAlmond

2. Approval of January Minutes

MOTION: To approve minutes of the February 23, 2005

M/S/C: Ward/Gardner/Carried

3. Public Comment

Mary Shelton was present to discuss the issue of officers investigate their subordinates, or themselves. Mary recommends the policy change in writing to end self investigation of officers, and those that are supervised directly by a Sergeant.

Ms. Shelton brought up a second issue of tape recording policy. The tape recording policy should not be loosened, it should be tightened.

4. RPD Policies & Procedures

Commissioner Brewer opened the floor to discuss the policy on letters that are sent to those incarcerated regarding their property.

Commissioner Brewer asked that Commissioner Garcia to prepare a Memorandum of understanding to address the policy regarding sending a certified letter with follow up for property. CPRC reviewed Policy 4.39 – Response to loud parties and the Commission's recommendation. Commissioner Ward does not feel that the CPRC should write this policy; he feels that RPD should write their own policies.

MOTION: To send the drafted recommendation to RPD requesting that RPD revise the policy.

M/S/C: Ward/Garcia/Carried

Staff needs to have the following ready before the next meeting:

- the committee would like to have a legal opinion regarding officers' rights and the requirements for reports in officer-involved shootings;
- the committee would like to have an RPD management representative at our meeting to discuss how RPD interprets these two policies.

4. CPRC Policies, Procedures, & By-Laws

Commissioner Brewer asked that the committee look at the CPRC policy to address the monthly meetings. Commissioner Ward recommended that CPRC hold a 4-hour workshop to discuss the policies and review the scope of the Commission. Commissioner Brewer will bring it to the full Commission meeting.

The Committee adjourned at 3:43 P.M.

Recorded and Submitted by

Prepared and Finalized by

Jenna McAlmond
Sr. Admin. Analyst

Phoebe Sherron
Sr. Office Specialist